

Mental Health Services Act Workforce Education and Training

County Plan Guidelines

EXECUTIVE SUMMARY

Purpose. The Mental Health Services Act (MHSA or the Act) requires that the Department of Mental Health (DMH or the Department) shall establish guidelines for the content of the Workforce Education and Training Plan (County Plan) that each county mental health program shall submit as part of its three-year program and expenditure plan.

Background. The Department has planned for a sequential phasing in of the various components of the Act, beginning with the Community Planning Process and the Community Services and Supports (CSS) components. Workforce Education and Training is the third component to be enacted. This component is to address identified occupational shortages and education and training needs of the public mental health system workforce. The Act requires that the Department develop a comprehensive five-year workforce education and training plan (Five-Year Plan) in order to implement this component of the Act. County Plans, in concert with Department administered workforce education and training programs, become part of this Five-Year Plan. Consequently, County Plans must incorporate and reflect the fundamental concepts and specific strategies stipulated in the Act.

Submission Process. Counties will receive a DMH Information Notice Instructions and planning estimates for available funding levels for planning/early implementation funding (approximately \$15 million collectively), and total available funding through June 2009 (approximately \$100 million collectively). Counties will then employ a focused planning process with stakeholders, develop their County Plan in accordance with DMH instructions, and submit to DMH for approval.

Plan Guidelines. Counties will complete six template exhibits:

- Workforce Plan Face Sheet. This exhibit is signed by the county mental health director, who verifies that the County Plan meets all plan guidelines, is consistent with the county's CSS plan and state's Five- Year Plan, is consistent with the fundamental concepts and intent of MHSA, and addresses the county's workforce needs.
- Workforce Needs Assessment. This exhibit will provide summary information regarding quantitative workforce shortages and diversity needs in the county.
- Work Plan. This exhibit will outline what Actions the county proposes to meet their workforce needs. The work plan is divided into the funding categories of a) workforce staffing support, b) training and technical

assistance, c) mental health career pathway programs, d) residency, internship programs, and 5) financial incentive programs. For each Action counties will provide a title, what is planned, objectives, a budget and a budget justification. Examples and programs planned by the State are provided in the instructions for assistance.

- Action Matrix. This exhibit links Actions listed in Exhibit 3 with identified workforce needs, MHSA fundamental principles, and strategies stipulated by the Act.
- Budget Summary. This exhibit provides a summary of funds requested for each fiscal year – 2006/07, 2007/08 and 2008/09.
- Quarterly Progress Report. This exhibit provides a template for quarterly reporting of progress achieved in the county's implementation of planned Actions.

Plan Guidelines Parameters.

- Budgeted funds are intended for current and prospective employees of a county's public mental health system, and include individuals and entities that contract, volunteer, and/or provide in-kind contributions to the public mental health system. Funds may not be used to address the workforce needs of systems other than public mental health, such as criminal justice, social services, and medical services.
- Counties are not required to include Actions that address all elements stipulated by the Act, but any proposed Action must address at least one of the elements. The Department may require further clarification if a proposed Action and narrative does not appear to be consistent with the intent of the Act.
- Funds are intended to supplement and/or expand workforce education and training strategies, and not to supplant currently dedicated existing funds.
- Funds in this component are not to fund staff time that is delivering services.
- Adjustments can be made through County Plan updates in order to accommodate new developments, such as implementing a new MHSA component.